Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 2. General Enterprise Banking Operations and Support
(Key Function – 2.6 Trade Finance Transactions Processing)

Title	Perform checking on client account under export documentary credit (DC)
Code	109224L4
Range	Examining export trade finance related documentation and transactions between applicant and beneficiary. This applies to DC of different types.
Level	4
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Knowledge in the Subject Area Be able to: • Understand the operational process in issuing DC and apply the working knowledge to execute relevant tasks according to work requirements and expectations; • Understand the operational procedures of DC advising services offered by the bank in order to carry out the job effectively; • Recognize the UCP standards and keep updated on the latest changes in related regulations and international practices (e.g. UCP600) and observe the stipulation. 2. Applications Be able to: • Review checking on using banks and conduct assessment on their credibility as per internal procedures and guidelines and international banking practices; • Review the DC received and determine the risks of fraud; • Examine export documentary credit documentation / transactions and identify discrepancies in documents in conformity with UCP rules; • Refer the matter to the appropriate parties for consideration where fraudulent activity is suspected; • Identify irregularities in documents presented for payment on potential risk of fraud. 3. Professional Behaviour and Attitude Be able to: • Maintain a complete record of checking activities and potential risk of fraud; • Gather and analyse all relevant information on the export trade finance documents submitted by applicants systematically to prevent irregularities and frauds.
Assessment Criteria	The integral outcome requirements of this UoC are: • Reviewing credit checking on issuing banks according to the bank's stipulated procedures; • Checking on documentation and transactions to facilitate settlement between applicant and beneficiary in accordance with clients' instructions, the bank's guidelines and international banking practices.
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